

Permanent Memorial Commission  
June 27, 2017

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PERMANENT MEMORIAL COMMISSION

The Permanent Memorial Commission held a special meeting Tuesday, June 27, 2017 in the Council Chamber of the Newtown Municipal Center, Newtown. Chairman Lyddy called the meeting to order at 7:04pm and began with a moment of silence.

**PRESENT:** Kyle Lyddy, Joanne Brunetti, Dan Krauss, Agni Pavlidou Kyprianou, Sarah Middeleer, Donna VanWaalwijk

**ABSENT:** Joann Bacon, Brian Engel, Alan Martin, Tricia Pinto

**ALSO PRESENT:** three members of the public and one member of the press.

**PUBLIC PARTICIPATION:** none.

**ITEMS FOR DISCUSSION & POSSIBLE ACTION:**

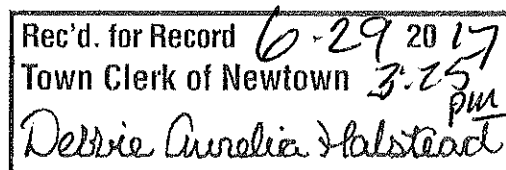
**APPROVAL OF MINUTES:** Mr. Lyddy moved to approve the minutes of the special meeting of June 13, 2017. Mr. Krauss seconded. All in favor.

**GUIDELINES FOR SUBMITTING A DESIGN:** Ms. Middeleer presented the guidelines updated with revisions as discussed at the prior meeting. There was more discussion including, but not limited to, the granite benches, sacred soil, the ponds on the property and the maps that will be included in the guidelines. Ms. Pavlidou Kyprianou suggested adding a requirement, to 9.6, that a novice be accompanied by a professional in order to present the design. The next steps are to present the revised draft to Parks & Recreation, the Police Commission, the Board of Selectmen and Land Use. The timeline on page 16 is subject to change. Mr. Lyddy moved to approve the guidelines (att.) for selecting a design, with the changes as discussed, to distribute to the different groups for discussion and feedback. Ms. Brunetti seconded. All in favor.

**ADJOURNMENT:** Having no further business the Permanent Memorial Commission adjourned their special meeting at 8:35pm.

Respectfully submitted,  
Susan Marcinek, Clerk pro tem

*Attachments: Draft Guidelines for Submitting a Design for the Construction of a Permanent Memorial*





# DRAFT

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Guidelines for Submitting a Design  
For the Construction of a Permanent Memorial  
to Honor The Lives Lost at Sandy Hook School on December 14, 2012  
V. 18 June 28, 2017

Release Date: M0, D0

Submissions Due: M3, D0



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By Kyle Lyddy and Pat Llodra

## Table of Contents

SECTION	TITLE	PAGE
	<b>Letters from the First Selectman and SHPMC Chairman</b>	<b>2</b>
<b>1</b>	<b>Invitation to Submit a Design</b>	<b>5</b>
<b>2</b>	<b>Eligibility</b>	<b>5</b>
<b>3</b>	<b>History and Background Information</b>	<b>6-7</b>
	3.1 Historical Events	
	3.2 Charge to the Permanent Memorial Commission	
	3.3 Mission Statement	
<b>4</b>	<b>The Site</b>	<b>8</b>
	4.1 History and Location	
	4.2 Directions	
	Figure 1. Location Map	<b>9</b>
<b>5</b>	<b>Project Description</b>	<b>10</b>
<b>6</b>	<b>Community Feedback</b>	<b>10-11</b>
	6.1 Main Concept	
	6.2 General Principles and Design Elements	
<b>7</b>	<b>Additional Design Criteria</b>	<b>12</b>
	Figure 2. Site Diagram	<b>13</b>
<b>8</b>	<b>Selection Process and Criteria</b>	<b>14</b>
<b>9</b>	<b>Phase I and Phase II Design Submission Material Requirements</b>	<b>14-15</b>
	9.1 Submission Process	
	9.2 Submission Content	
	9.3 Submission Format	
	9.4 Phase I Submissions Accepted Until	
	9.5 Receipt of Phase I Submissions	
	9.6 Phase II Presentation Requirements	
<b>10</b>	<b>Projected Timeline</b>	<b>16</b>
<b>11</b>	<b>Budget Considerations</b>	<b>17</b>
	11.1 Budget for Designers Selected to the Short List	
	11.2 Budget for Selected Design	
	<b>Acknowledgements</b>	<b>18</b>

**Table of Contents, con't.**

<b>APPENDIX</b>	<b>TITLE</b>	<b>PAGE</b>
<b>A-I</b>	<b>Community Survey Results</b>	<b>19-20</b>
<b>A-II</b>	<b>Map of the Memorial Site</b>	<b>21</b>
<b>A-III</b>	<b>Photographs of Memorial Site</b>	<b>22</b>
<b>A-IV</b>	<b>Photographs of Donated Benches</b>	<b>23</b>
<b>A-V</b>	<b>Design Submission Registration Forms</b>	<b>24-25</b>
<b>A-VI</b>	<b>Useful Information and Resources</b>	<b>26</b>

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## 1 Invitation to Submit a Design

On behalf of the Board of Selectmen of the Town of Newtown, CT, the Sandy Hook Permanent Memorial Commission (“Commission”) invites designers to submit a schematic design for a Sandy Hook Permanent Memorial (hereinafter referred to as the “Memorial design” or “Design”), along with a project narrative.

**GSD Issue Date: M0, D0**

**Submissions Accepted Until: XDay, M3, D0 5 p.m. EST**

It is the intention of Sandy Hook Permanent Memorial Commission that the selected designer or design team be engaged in the subsequent phases of developing the Memorial. **Subsequent phases of development are dependent upon funding availability and successful negotiations of the required agreements between all parties.** The Sandy Hook Permanent Memorial Commission, the Board of Selectmen, and the Town of Newtown are not obligated to proceed to subsequent phases of development that may be described in this GSD.

**GSD issued and administered by:**

Sandy Hook Permanent Memorial Commission  
Newtown Municipal Center  
3 Primrose Street  
Newtown, CT 06470  
<http://www.sandyhookpermanentmemorial.com/>

## 2 Eligibility

All interested designers, including but not limited to landscape architects, architects, and artists, are invited to apply individually or as teams. Emerging design professionals are encouraged to submit a design.

Those who have previously submitted or presented Memorial designs to the Town or the Sandy Hook permanent Memorial Commission must resubmit their designs according to the guidelines and submission requirements presented in this document in order to have their proposals considered.

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### **3 History and Background Information**

#### **3.1 Historical Events**

The December 14, 2012 shooting at Sandy Hook Elementary School, in which a lone gunman killed six educators and 20 first-grade students, resulted in devastating losses and shock to the entire Newtown community and the country. The outpouring of support from all over the world was deeply appreciated by the community. Spontaneous memorials appeared throughout the town, including flowers, toys, and angels. Hundreds of cards and gifts were delivered to the town and painstakingly archived by volunteers.

As our shock subsided, deep sorrow and pain remained. Yet, a desire to memorialize the victims, under the auspices of Newtown, held strong. Today we are united not only in our grief for those twenty-six lives lost, but also in our commitment to honor their memory.

The Newtown Board of Selectmen assembled a memorial commission of volunteers, the “Sandy Hook Permanent Memorial Commission,” which is comprised of some family members of those lost, and other community members. This Commission has been working with families of the victims, Sandy Hook Elementary School faculty and staff, first responders, others directly involved in the tragic event, elected officials, and the community at large to develop a permanent memorial to mark the tragedy and honor the victims. After a lengthy search the Commission has identified a memorial site. Additionally, tribute items placed in spontaneous and temporary memorial sites have been archived. The Commission will engage the families of victims and other community members in the selection and approval of the Memorial throughout the design selection process.

#### **3.2 Charge to the Permanent Memorial Commission**

The following was approved by the Newtown Board of Selectmen September 16, 2013:

The Board of Selectmen shall appoint a commission of twelve (12) residents to lead the community through the process of determining the nature, location, and funding of a permanent memorial(s) to honor the memory of those lost in the Sandy Hook School shooting on December 14, 2012, in order to make a recommendation to the Board of Selectmen and provide interim requests for information as required.

It is expected the Permanent Memorial Commission shall:

- Solicit ideas to be submitted for consideration and review offers and suggestions received from many interested persons and organizations, including those which have been archived by the Cultural Arts Commission and other town departments;
- Directly solicit input and meaningfully engage with families of victims and survivors, Sandy Hook School faculty and staff, and Sandy Hook School parents;
- Conduct public hearings for community input;



- 
- Work with Town departments in determining available / appropriate locations;
  - Conduct all of its review and decision making consistent with public processes;
  - Recommend to the Board of Selectmen, Commission findings related to the nature, location and funding of a memorial(s);
  - Conduct inquiries as the commission deems necessary.

### **3.3 Mission Statement and Goals**

The mission of the Sandy Hook Permanent Memorial Commission is to make a recommendation to the Board of Selectman for a Permanent Memorial that remembers, honors and celebrates those 26 who died as a result of the Sandy Hook Elementary School shooting and serves to provide comfort to those who loved and were touched by them.

A primary goal established by the Commission for this outdoor permanent Memorial is to establish a unique space where the memories of lives lost in the tragedy are honored and where citizens can freely engage in peaceful reflection. The Memorial will honor those twenty-six students and educators lost at the Sandy Hook Elementary School on December 14, 2012.

Additional background and contextual information for the Sandy Hook Permanent Memorial Commission and Memorial can be found at <http://www.sandyhookpermanentmemorial.com/>

Additional information for the Memorial project is in the APPENDICES and includes: Community Survey Results, Topographic Map of Memorial Site, Photographs of Memorial Site, Photographs of Donated Benches, Design Submission Registration Form, and Useful Information and Resources.

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## **4 The Site**

### **4.1 History and Location**

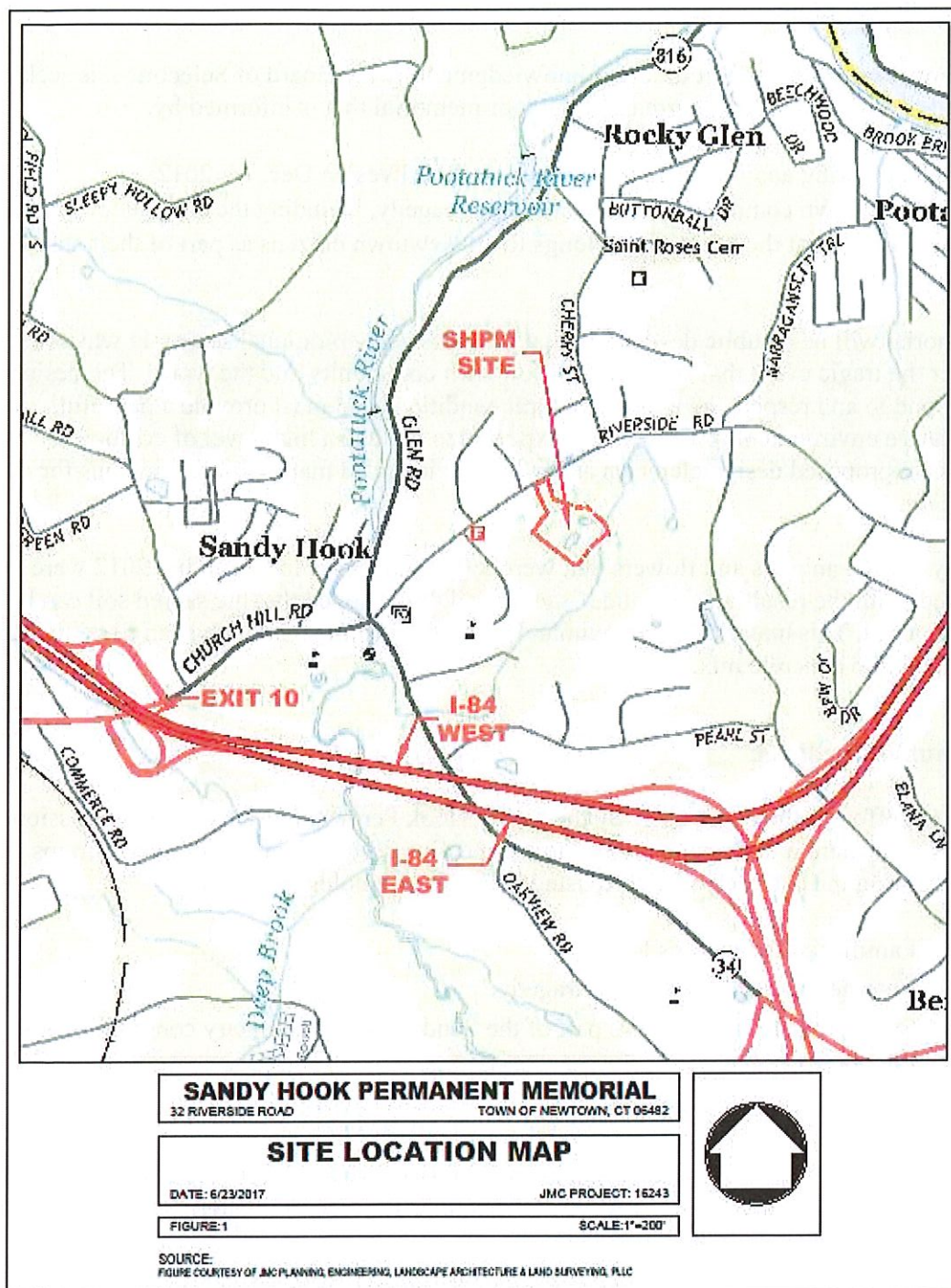
The site designated for the Sandy Hook Permanent Memorial is 5.33 acres, part of what was formerly known as the Boys Social and Athletic Club of Sandy Hook, Inc. (SAC). (See Figure 1 and Map of Memorial Site, p. 21.) The property is close to the center of Sandy Hook, an historic community within the town of Newtown. In 2016 the trustees of SAC donated the property to Newtown.

Property abutters include Newtown Underwater Search and Rescue, Sandy Hook Volunteer Fire and Rescue; Treadwell Park, a town park; and residential lots. The portion of the former SAC site to be dedicated to the Memorial contains two open areas, two ponds, woodlands, and some trails. It is believed that the ponds appeared in the 1930s when the area was mined for gravel to use in paving Route 6, when excavation reached the water table. Wetlands surrounding the ponds have been flagged. The woods are mostly regrowth due to extensive lumber harvesting, agriculture, and recreational use over the past 250 years. There is a notable stand of Eastern Hemlock on the eastern portion of the property.

Please see A-3 (appendix) for a map of the site (also available to download from \_\_\_\_\_).

### **4.2 Directions**

The site address is **32 Riverside Road, Sandy Hook, CT**. From Exit 10, I-84, head east on Route 6E (Church Hill Road). Proceed through Sandy Hook Center, where Route 6E becomes Riverside Road. Site will be on the right.



16243-SLM.dwg SLM.tbl

Figure 1 - Location of SHPM Site

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## **5 Project Description**

The Commission, with support of and acknowledgment by the Board of Selectmen, is seeking an individual or team to design a permanent outdoor memorial that is informed by:

- Remembering and honoring those who lost their lives on Dec. 14, 2012;
- The Newtown community's response to the tragedy, including the emergency responders;
- Awareness that the Memorial belongs to all Newtown citizens as part of their shared experience.

The memorial will be a public destination that provides an inspirational setting in which to remember the tragic event that shocked the Newtown community and the world. The design must respond to and respect the existing natural conditions and must provide a peaceful, contemplative environment. Designers are expected to include a high level of ecological awareness in proposed design elements as well as the intended materials and methods for construction.

The many stuffed animals and flowers that were left around town in December 2012 were later incinerated, with the resulting ash called "sacred soil." It is hoped that the sacred soil can be used in the Memorial. This material is approximately 1 cubic yard in volume and can possibly be incorporated into concrete mix.

## **6 Community Feedback**

An outreach effort to the community by the Sandy Hook Permanent Memorial Commission resulted in information that may be useful to prospective designers of this project. Groups contacted during the outreach effort are listed below in chronological order:

- Families of the victims lost;
- Emergency responders to the tragedy;
- Staff and parents who were part of the Sandy Hook Elementary community at the time of the tragedy;
- Greater Newtown community.

Findings are listed by survey categories below (see A-1 – A-2 for the survey responses). Below are summaries of responses from surveys and meetings to represent majority opinions, with priority given to responses by victims' families.

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### **6.1 Main Concept – Location and Nature of the Memorial, based on Community Feedback**

Respondents preferred a natural, quiet, serene, embracing location, well integrated with its surroundings, for the families and the greater Newtown community to visit for private reflection and contemplation. They also requested that the site be not highly visible from the surrounding areas, but be where visitors can feel safe—in short, a destination that is healing, peaceful, and welcoming.

### **6.2 General Principles and Design Elements**

The main focus is to memorialize the victims and the beautiful essence of their individuality instead of the actual event. The Memorial should communicate the tragic and sudden loss of the innocent lives and the silence that this event left behind, but at the same time celebrate the strength and courage of the educators who died protecting the children. It should communicate the limitless possibilities of the children's imaginations but not be childlike. The Memorial should not be physically imposing or ideologically overbearing, but through its simplicity should communicate the great depth of our loss.

The Memorial should instill in visitors uplifting feelings of peace, love, and hope.

- Stone and water should be considered.
- Plants that attract butterflies and other wildlife are welcome.
- Some sort of seating should be available for quiet reflection . [Twenty-six granite benches have been donated for use in this memorial, at the designer's discretion. Photographs of the benches are on p. A-6.]
- The design should avoid complexity or ornateness in favor of simplicity.

Please Avoid:

- The numbers "12/14" or "26" as design elements;
- Religious or political connotations;
- Literal depictions of the victims (i.e. images, sculptures etc.);
- Extensive use of metal as a design element;
- Concepts including a playground or play equipment;
- Plants not hardy to USDA Zone 6b.

Other Considerations:

- Consider natural energy resources whenever possible.
- The possibility of vandalism needs to be kept in mind.

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## **7 Additional Design Criteria (by the Commission)**

The Design must be in keeping with the existing site and surroundings. The site is situated in a rural part of Newtown and contains woods, wetlands, and ponds. Nearby properties include residences and farms.

The entire site should be considered by the designer so that visitors experience it as a park-like setting. This does not mean that every part of the site should be landscaped (the site's character should be preserved), but there should be a sense of cohesion and purpose throughout.

- The entry drive to the site from Riverside Road must be used as shown in Fig. 2. The entry drive is the first experience by visitors of the Memorial and shall set the mood for their overall experience. The drive shall be well concealed from neighboring properties. Safe sight lines must be established at the entrance/exit on Riverside Road.
- Parking for 16-20 vehicles, including 2 handicapped parking spaces, must be included.
- Paths/trails connecting to the existing Treadwell Park trail and to the ponds are encouraged. There are some existing trails which may be incorporated into this network.
- Plans are underway to remove invasive plants from the pond areas so that they can be better incorporated into the overall Design.
- Although Memorial hours will be dawn to dusk, security lighting should be incorporated.
- Proposed plantings shall be mostly native, deer resistant, and well suited to the region and microclimate.
- Every aspect of the proposed Design shall conform to the highest level of environmental standards. Designers are encouraged to use natural materials.
- The Design should strive for low maintenance requirements.



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## **8 Selection Process and Criteria**

The selection process is broken into two phases: I--review of initial submissions, and II--review of a short list selected from the initial submissions.

### **Phase I – Initial Design Submissions and Selection**

Out of all the submitted designs, the Commission, with advice by a group of outside professionals, will select a “short list” of 3 to 6 designers to participate in the second phase of the selection process. Short-listed designs will be selected using the following considerations, in accordance with selection panelists’ analysis of the submittal materials requested in the Application Procedure Section:

- Aesthetic excellence, inventiveness, and creativity;
- Responsiveness to community feedback and sensitivity to concerns of the victims’ families;
- Ecological sensitivity of design and its required maintenance;
- Responsiveness to the Charge and Mission of the Commission;
- Evidence of ability to work with the Commission and contractors, and to see the project through to completion.

### **Phase II – Presentations by Short-Listed Designers**

The designers on the short list will be invited to further develop their Memorial design over the following 4-6 weeks and then to present it to the Commission. These designers will be compensated for this phase.

Short-listed designers will be required to provide cost estimates of construction as part of their subsequent presentations.

Following the presentations by short-listed designers, a final selection of one design will be made.

In the event that the Commission has selected a design by a less experienced practitioner or a nonprofessional, the Commission may assign an experienced firm, licensed to perform work in Connecticut, to develop construction documents, oversee construction, and to otherwise help see the project through to completion.

## **9 Phase I and Phase II Design Submission Requirements**

The Commission reserves the right to reject any submission not following the stated instructions.

### **9.1 Submission Process**

1. Submit Registration Form, including designer biographical statement (See A-V).



- 
2. You will then receive an identification number, which you will use on all submitted materials.

Submit materials (see below). Submissions must be made digitally, using the following log-in information:

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## **9.2 Submission Content (must be submitted under registration id number).**

1. **Project Narrative**, not to exceed 1 page, which presents the concept, intent and program of the proposed Memorial design;
2. **Drawings:**
  - a. 2 Plans:
    - One plan to show core aspects of the proposed memorial, scale to be determined by designer (no smaller than 1"=20')
    - Overall site plan, showing entry drive, parking, and proposed paths (1"= 30');
  - b. Elevations (min. 2);
  - c. Sections (min. 2);
  - d. 3-D rendering and/or illustrative drawings (no more than 5).

## **9.3 Submission Format**

1. Submissions shall be made in a single pdf file, not to exceed 15 MB in size. The files will be presented in the selection panel deliberations and should not include animations or links to other online materials.
2. Text should not be less than 12 point and in a standard font such as Times Roman or Arial to ensure that the selection panel can readily review the submission materials as projected in a 30-person conference room setting.

## **9.4 Phase I Submissions Accepted Until M3D0 5 pm (EST)**

## **9.5 Receipt of Phase I Submissions**

Applicants will receive an email acknowledgement that their submittal has been successfully received. If you do not receive an acknowledgement within 5 business days from uploading the files, contact the Commission at \_\_\_\_\_

## **9.6 Phase II Presentation Requirements**

Additional requirements not mentioned above will be conveyed to the selected short-listed designers following the Phase I review of designs. Nonprofessionals selected for the short list will be required to partner with experienced professionals for Phase II presentations.

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**10 Projected Timeline (subject to change; updates will be posted at [sandyhookpermanentmemorial.com](http://sandyhookpermanentmemorial.com))**

The process by which the Memorial will be created is to occur in three phases:

Phase I: initial design submissions, selection of short list

Phase II: short list presentations, selection of final Design

Phase III: finalization of Design, bidding, construction

Following is the expected schedule:

- Aug. 2017 - Release of Guidelines for Submitting a Design
- Sept. 2017 – Site walk for all participants
- Oct. 31, 2017 - Phase I Submission process closes (5 PM EST)
- Nov. 30, 2017 - Selection of short list of 3 to 6 designs
- Jan. 2018 – Phase II: short-list design presentations and final design selection
- Feb. 2018 – Memorial Commission to make recommendation of the selected design to the Newtown Board of Selectmen
- Feb. – Mar. 2018 – Town approvals process
- April 2018 – Phase III begins: selected design team to finalize the design and prepare construction documents
- May 2018 construction bidding, construction team(s) selected
- June 2018 – Break ground
- Fall 2018 – Complete construction
- Dec 12, 2018 Dedication

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## **11 Budget Considerations (Subject to Change)**

### **11.1 Budget for Designers Selected to the Short List**

The short list of designers will each be allowed a stipend of \$3,000 to cover costs to prepare for presentations and will be reimbursed for up to \$2,000 for approved travel costs. This second phase of the selection process will require meetings with stakeholders for input and review.

Following the presentations and review, the Commission Selection Panel will select the final design. The Commission Selection Panel will recommend this design to the Newtown Board of Selectmen for their approval.

### **11.2 Budget for Selected Design**

A design budget of 15% of anticipated construction costs is intended to cover the costs of the selected designer for the scope of work described in this GSD. This will include but is not limited to:

- design development, construction documentation, cost estimating and bid documentation;
- costs such as travel, printing, meetings, and other administrative costs.

In the event that the design of a nonprofessional is selected for the Memorial, a portion of these funds will go to the designer, and another portion will go to the firm assigned by the Commission to facilitate completion of the project.

These payments will be finalized by contract between the Town and the selected designer(s)/firm.

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## **Acknowledgements**

The Sandy Hook Permanent Memorial Commission wishes to thank JMC Planning, Engineering, Landscape Architecture & Land Surveying, LLC, for their substantial assistance, which includes providing the site map, grading studies, wetland flagging, and figures for this document.

Our gratitude also goes to Beth Evans, environmental consultant, who assessed the ponds and overall site conditions and provided valuable recommendations.

Many others have provided invaluable assistance as well, including:



George Benson, Director of Land Use and Planning;  
Fred Hurley, Director of Public Works;  
Pat Llodra, First Selectman;  
Amy Mangold, Director of Parks and Recreation;  
Sue Marcinek, Assistant to the First Selectman;  
Al Miles, Director of IT;  
Carl Samuelson, Assistant Director of Parks and Recreation;  
Rob Sibley, Assistant Director of Land Use and Planning.

Many thanks to all of the above, and to any who may have been inadvertently left off this list.



## Appendix A-I

### Community Survey Results

<div>  <div> <b>Sandy Hook Permanent Memorial Commission</b>            Phase II &amp; III Results / Trends            Phase I &amp; IV results are not shown at this time as the importance of communicating with the 26 families is ongoing at this time.         </div>  </div>								
DIGITAL SURVEYS								
Phase I / Phase II Groups	Should there be a memorial?	Physical or Abstract?	Outdoor / Indoor or Both	Different Themes to Honor Victims?	Overall Feeling of a Memorial	What type of memorial would you NOT like to see	Certain Elements to be Included	Certain Elements Not to be Included
Sandy Hook Staff 41 Responses Digital Survey	90% Yes 10% No	95% Physical 5% Abstract	74% Outdoor 0% Indoor 26% Both	59% Yes 41% No	Hopeful Reflective Linked to Nature Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Metal
Sandy Hook Parents 243 Total Responses Digital Survey	95% Yes 5% No	88% Physical 12% Abstract	71% Outdoor 2% Indoor 27% Both	54% Yes 46% No	Hopeful Reflective Solemn Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Wood Metal Sculpture
	Secluded or High Traffic Area?	Free From Outside Noise	Expansive Views or Inwardly Focused	Separate Destination or Included into town setting	Easily Seen if not intended to go?	Most appropriate location	Trends	
Sandy Hook Staff 41 Total Responses Digital Survey	81% Secluded 19% High Traffic	64% Yes 36% No	Expansive 71% 29% Inwardly	55% Separate 45% Included	42% Yes 58% No	71% Sandy Hook 9% Newtown 20% Gave a specific location	1. Should embrace those lost and honor survivors. 2. A sense of community should be felt 3. Rock of angels was discussed 4. Concerned about security and maintenance 5. Fairfield Hills was a common location 6. Scholarships should be considered	
Sandy Hook Parents 243 Total Responses Digital Survey	88% Secluded 12% High Traffic	62% Yes 38% No	65% Expansive 35% Inwardly	69% Separate 31% Included	33% Yes 67% No	80% Sandy Hook 8% Newtown 12% Gave a specific location	1. Assure 26 families are involved in decision making 2. Celebrate community in this memorial 3. Should have a single theme 4. Memorial should be tied to nature 6. Fairfield Hills was a common location 7. Consider the winter months when discussing the memorial	

### Community Survey Results, con't.

HIGHLIGHTS		TRENDS (In order of importance)
Emergency Services SHFD, NPD, EMS, State Police, Dispatchers Written Surveys	2. No political accents that represent mental health or gun control 3. No souvenirs or anything to purchase 4. Memorial should be respectful. 5. Safety needs to be considered for this. 6. One thematic that should be considered is "Hopes & Dreams"	1. Priority should be 26 families in this process.
HIGHLIGHTS		
Open Forums / Public	1. Families should be considered when discussing the design 2. Location needs to come first in this discussion 3. There are groups in the community willing to assist us with funds when it comes down to the fundraising component 4. Security / Night time / Winter time need to be considered when discussing the memorial 5. More input will be given from the community once we get into the design and location stage 6. Discuss Fairfield Hills as an option, but do your diligence and look into Sandy Hook/private locations 7. Communicate "love" in the memorial, as that is what has helped define Newtown	

## Appendix A-II

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Map of Memorial Site (downloadable version at \_\_\_\_\_)

### Photographs of the Memorial Site



## Appendix A-IV

The donation of these 26 granite benches was organized by a Newtown resident shortly after the tragedy, and the money for them was provided by dozens of individuals. Each bench has an inscription of the first and last name of a victim. Use of these benches in the design is encouraged but not mandatory.

- Each bench is \_\_\_\_' long x \_\_\_\_' wide
- Surface finish is high gloss; edges are hammered
- Two different colors: \_\_\_\_\_ for children, \_\_\_\_\_ for adults



**Mock-Up of Bench Setup**



**20 Benches Identifying Children**



**Granite Bases**



**6 Benches Identifying Educators**



## Sandy Hook Permanent Memorial Design Submission Registration Form

All participating designers must register before their designs will be accepted. Following registration, designers will receive a registration number, which will then be used to identify submission materials. *Please include an email address to which a registration confirmation and number may be sent.* (\* = required)

Registrant First and Last Name\* \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address 1\* \_\_\_\_\_

Street Address 2 \_\_\_\_\_

City\* \_\_\_\_\_

State\* \_\_\_\_\_

Postal Code\* \_\_\_\_\_

Country\* \_\_\_\_\_

Phone Number – Mobile\* \_\_\_\_\_

Phone Number – Office \_\_\_\_\_

Email Address\* \_\_\_\_\_

Additional Design Team Members	Contact Number	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Acknowledgement:** By completing and submitting this form, registrant attests that he/she has read the Guideline for Submitting a Design, including all items referring to submissions, eligibility, and requirements. Registrant agrees to be bound by the requirements as stated and authorizes the Sandy Hook Permanent Memorial Commission to exhibit, publish, reproduce, and archive any or all parts of the submission.

\_\_\_\_\_  
Print Name                      Signature                      Date

**Designer Registration, con't.**

**BIOGRAPHICAL STATEMENT (1 page, 500 words max).**

**Please include educational background and pertinent professional experience.**



### Useful Information and Resources

Guidelines for Submitting a Design are issued by the Sandy Hook Permanent Memorial Commission and available on our website at <http://www.sandyhookpermanentmemorial.com/>. Interested applicants may sign up to receive email updates and notification of opportunities offered through the administrative appointee of the Commission at: <http://www.sandyhookpermanentmemorial.com/>.

GSD email address: [TBD@SandyHook PermanentMemorial.com](mailto:TBD@SandyHookPermanentMemorial.com)

Answers to questions will be posted on the Sandy Hook Permanent Memorial website.

Dropbox or other address for downloading materials and uploading design submissions

**Contact with the Sandy Hook Permanent Memorial Commission, the Town of Newtown, CT or any other party associated with this GSD is by the email and website only. Attempts to contact Memorial Commission members or other involved parties directly may be considered grounds for rejection of the submission.**